

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM  
BOARD OF MANAGERS  
PUBLIC SESSION MEETING MINUTES  
June 20, 2019**

**OPENING AND ATTENDANCE**

The Board of Managers meeting was held at the Delaware Criminal Justice Information System located in Dover, Delaware. Lt. Calhoun called the meeting to order at approximately 10:33 a.m.

Those in attendance included:

**BOM MEMBERS**

Lt. Fred Calhoun	NCCPD
Gregory Patterson	DOJ
Marian Bhate	ODS
Capt. Benjamin Parsons	DSP
Sec. James Collins	DTI
Mark Hitch	JP Court
Michelle Hoffman	Family Court
Carrie Hyla	DSCYF
Elmer Setting	AOC
Phil Winder	DOC
Jeffrey Horvath	DE Police
	Chiefs' Council

**STAFF**

Earl McCloskey	DELJIS
Mary Hansen	DELJIS
Michael Kelly	DELJIS
Alyssa Huenke	DELJIS

**PUBLIC AND NON-VOTING PARTIES**

Lori Sitler

**I. REVIEW AND APPROVAL OF MEETING MINUTES**

BOM Public Session Minutes – Ms. Bhate made a motion to approve the May Board of Managers Public Session meeting minutes. Mr. Patterson seconded the motion. All in favor, motion carried.

**II. DELJIS ACCESS APPLICATIONS**

- Child, Inc. – Mr. McCloskey introduced Ms. Lori Sitler, the Executive Director of Child, Inc. Mr. McCloskey advised that Child, Inc. is requesting the totals of runaway youth complaints received by each law enforcement agency in New Castle County for the past three years. Ms. Sitler added that the information will be used in a federal grant application to operate the Delaware Runaway Hotline and runaway youth temporary shelter program in New Castle County. She stated she does not need any identifying information, just totals of runaways for each police jurisdiction. Ms. Sitler advised that the deadline for the grant is June 27<sup>th</sup>.

Secretary Collins made a motion to approve Child, Inc.'s request for the total number of runaway youth complaints for each police department in New Castle County. Ms. Bhate seconded the motion. All in favor, motion carried.

There was discussion about the Board considering a method for assessing a fee for data dumps provided to non-State agencies. It was mentioned that the information requested often requires the creation of ad-hoc reports. There was also discussion about what information should be provided by DELJIS and what should be referred to SAC.

### **III. OLD BUSINESS**

- Automated Usage Statistics – Mr. McCloskey referenced Attachment C in the meeting handouts and reviewed the automated usage statistics with the attendees.
- Project Status Report – In the interest of time, Mr. McCloskey briefly reviewed the Project Status Report. He noted that enhancements are being made to include certain criminal offenses in E-Warning. Mr. McCloskey discussed the project to create new CJIS menus to track participants in juvenile diversion programs. He also discussed the Drug Intervention Notices for DSAMH and the proposed legislation allowing the release of information.

### **IV. NEW BUSINESS**

A list of proposed legislation potentially increasing the workload at DELJIS was distributed to the Board. Mr. McCloskey explained that the list includes bills that require small changes to the law file and larger programmatic changes.

### **V. PUBLIC COMMENT**

There was no public comment.

### **VI. ADJOURNMENT**

A motion was made by Ms. Bhate to adjourn the meeting at approximately 11:40 a.m. The motion was seconded by Mr. Winder. All in favor, motion carried.